

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

431

PAGE
NO.

1 of 1

1. Requesting Agency

DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency

Eastern Shore State Hospital
Medical Records Office

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	DAILY CENSUS SLIPS Size: 3-3/4" x 7" envelopes Quantity: 10 cu. ft. Dates: 1955... File Arr.: Chronological This is a record of the daily census, taken in the wards, of patients leaving the ward, patients received, and the population at the time of the census, with the signature of the person taking the census. These figures are entered each day on a census card in the main office, after which they have no further reference value and are considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.	
2	COUNTY MOVEMENT RECORD Size: 8 1/2" x 11" (average) Quantity: 25 binders Dates: 1942... File Arr.: Chronological This is a daily working record of the patients admitted from other counties, giving the date, name of the patient, and the type of transfer. This information appears in the admitting records and in the Census of Patients' Movement maintained in the medical records office. RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.	

7. Agency, Division or Bureau Representative

Travis Peak
Signature*Medical Records Librarian*
Title*2/14/65*
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

1/14/65
Date*Morris S. Darloff*
Archivist

Date

Andrew H. H. H.
Secretary